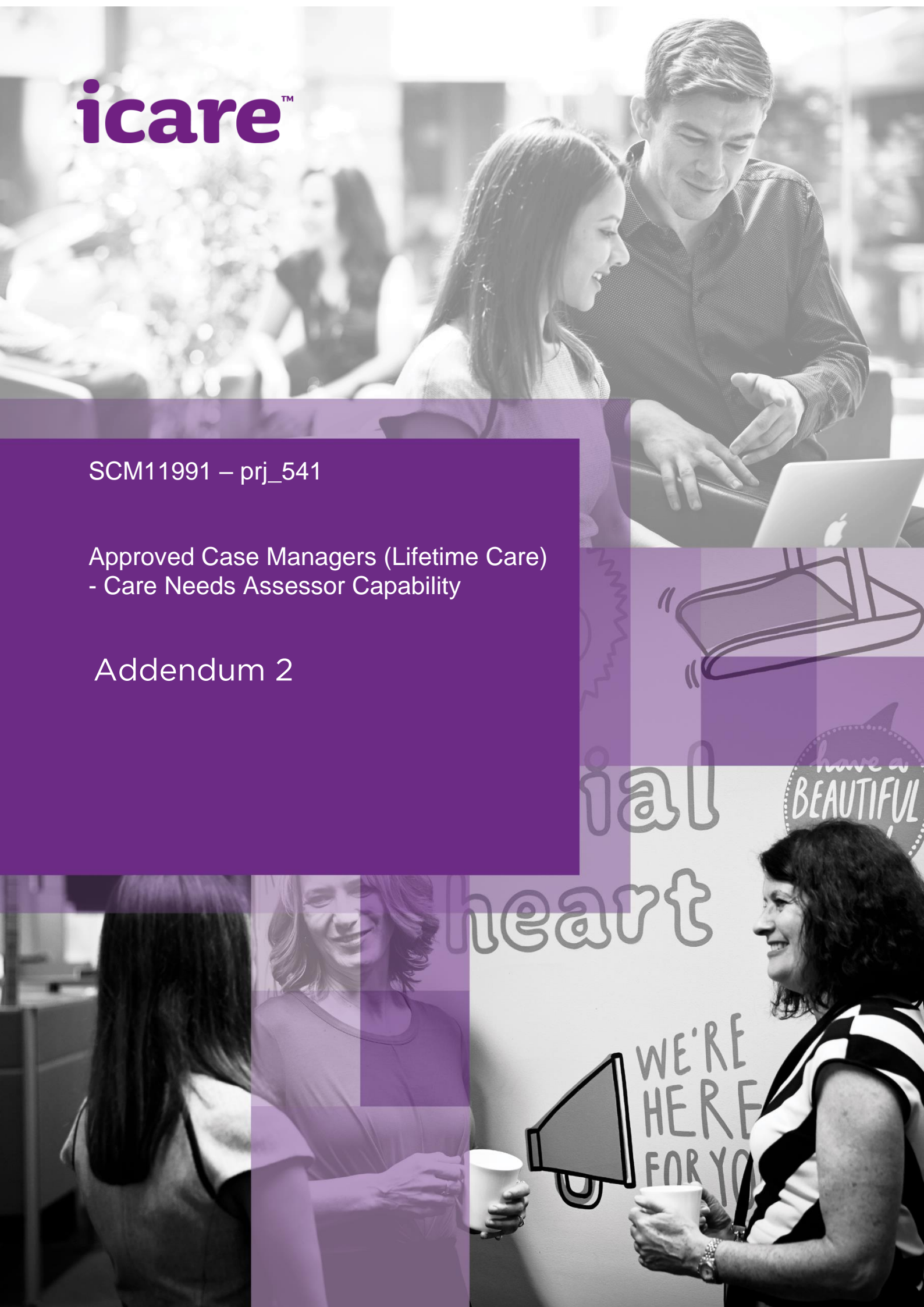




SCM11991 – prj\_541

Approved Case Managers (Lifetime Care)  
- Care Needs Assessor Capability

Addendum 2



**Care Needs Assessor Capability Application**

**ADDENDUM 2**

Issued via eTenders 17 February 2023 as a continuation to Addendum 1

This Addendum becomes part of the capability application process. It is the obligation of the capability applicant to verify if any Addenda were issued prior to the application Closing Date, even if an application has already been submitted.

**Q15: Does the applicant need to include a completed ACSR with the Care Needs Assessment report in its Care Needs Assessor application?**

*A: No, the applicant only needs to include the CNAR which is the report.*

**Q16: It is noted that a referee external to the applicant's business is required with the application. Would an icare coordinator requesting and receiving an assessment report we have previously completed be appropriate to put as a referee or would this be seen as a conflict of interest?**

*A: icare strong preference is for references outside of icare.*

**Q17: In the Application Form - Approved Care Needs Assessor, the first section with 1a, 1b & 1c. asking for nomination of an age group in 1a). In 1b) it then mentions... "For each category you have nominated..." Does "each category" in 1b) refers to category of Care Needs Assessment (Complex) & Care Needs Assessment (Standard) or an age category nominated under question 1a) – i.e. Adults and Children.**

*A: The term "category" under the Application Form - Approved Care Needs Assessor question 1b) refers to age category (adults/children) nominated under 1a).*

**Q18: I am already an Approved Case Manager. When I click 'start application' for the CNA panel, I am taken to the following screen issuing warning: "Warning: You have previous activity associated with this scheme". Can you please advise if I am supposed to 'start a new lodgement' or 'resubmit a successful application' please?**

- If I click 'start a new lodgement'; this warning message appears.
- If I click 'resubmit a successful application' when I click through to the 'which are you applying for' section, it doesn't allow me to click 'Care Needs Assessor'.

*A: The applicant has to start a new application/lodgement. The system is notifying the applicant about being already on the scheme, it's not an error, it's just a notification in case the applicant is duplicating an*

application. For this particular scheme, if the applicant is already a case manager and it wants to also become/continue a care needs assessor, the applicant must submit a “new lodgement” and **select care needs assessor as the prequalification type**.

**Q19: Can you please clarify for sole traders applying for the CNAR panel in relation to Workers Compensation Insurance? It is assumed that only companies have this for their employees and that either income protection or personal accident is required for a Sole Trader. The application seems to imply that sole traders needs to also have Worker Comp insurance?**

*A: The contract draft (clause 8) states that the Service Provider must have “workers’ compensation insurance **as required by Law for the Term**.” This means that the applicant should have workers comp insurance if legally required as per their business structure.*

**Q20: Will our professional indemnity insurance and public liability insurance we currently have as a registered and qualified OT cover us for the case management role, or is there an expectation from icare that we take out separate coverage for the case management services?**

*A: Applicant will need insurance cover for the service that is providing, in this instance, case management.*

**Q21: We have applied for both, the case management and the care needs assessor capabilities. There was no specific instruction in the application process to upload a copy of indemnity insurance, police check, and WWCC. Will these documents be requested later i.e. upon successful application, or should we upload these with the application?**

*A: icare don’t require upload of these documents as part of the application as such but they do need to be available if requested (e.g. as part of the onboarding due diligence process).*

**Q22: As an approved case manager with icare with previous 15 years of experience in complex case management of children and adults. Over the past 4 - 5 years I haven’t completed any CN Assessments due to involvement in other work, although the work was closely related. Do I meet the 5 years’ experience requirement, or the current gap is too long to be considered for the panel?**

*A: The requirement is for min of 5 years of experience in relevant area, regardless of the continuity or currency of the experience.*

**Q23: Please advise what that minimum number of CNAs would be required to be eligible to be on the panel?**

*A: There is no minimum or maximum number set per se. the selection will be based on quality of application against the set criteria, geographical coverage sufficient to icare needs. We are assuming there should be around 100 eligible, quality applicants on the scheme.*



*If the question is about min number of assessments per assessor to remain on the panel then it's a minimum of 5 if offered by icare. These must be within the assessor's scope of practice. There is also an expectation that assessors will use icare digital referral system to actively seek work.*